



FOR RESIDENTIAL SOLAR SYSTEMS 10 KW or LESS

- 1 Submit Net Energy Metering (NEM) Agreement**

Customer/Contractor is required to **submit 3 original signed copies of the NEM Interconnection Agreement** to the Azusa Light & Water Customer Service Department. The agreements can be found on the web at <http://www.ci.azusa.ca.us/DocumentCenter/View/27228>.
- 2 Turn in Release Forms**

Customer/Contractor is required to sign and submit 2 Release Forms (provided by Azusa Light & Water) prior to meter spot or submission of plans to Building and Safety Department. Building and Safety will not issue permits without the Release Form.
- 3 Request Meter Spot**

If a panel upgrade is needed, Customer/Contractor will need to call Azusa Light & Water Customer Service at (626) 812-5225 to request a meter spot appointment.
- 4 Receive Meter Spot Paperwork**

Azusa Light & Water Electric Crew will determine location of panel upgrade with or without the presence of the Customer/Contractor. If the Customer/Contractor wants to meet field personnel at the site, he/she may request that when making request for meter spot. Field personnel will provide a copy of paperwork showing the approved location of panel.
- 5 Obtain Building and Safety Permits**

Submit 2 plans to Building Division for review and approval. Once Building Division approved the plan, permit will be issued accordingly. Customer/Contractor is required to adhere to all requirements by Building Division separately.
- 6 Final Inspection**

After the system is installed, Building and Safety Division will conduct a final inspection. If approved, staff will issue a release to Azusa Light & Water. This release allows the Azusa Light & Water Electric Crew to install the Solar Net Meter and begin production of electricity.

Note: ALW does not issue Permission to Operate Letters.

For inquiring on status updates, please check with the following departments:

AZUSA LIGHT & WATER
 Phone: (626) 812-5225
 Address: 729 N Azusa Ave
 Azusa, CA 91702
 Contact: Tomas Rivera
 Steps: 1, 2, 3, 4

AZUSA BUILDING AND SAFETY
 Phone: (626) 812-5234
 Address: 213 E Foothill Blvd
 Azusa, CA 91702
 Contact: Summer Huval
 Steps: 5, 6